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STRATEGIC PLANNING, FINANCIAL PLANNING & ANALYSIS

Accomplished Business Leader with exceptional leadership qualities, top-level analytical skills and the ability to effectively apply local, state and federal regulations. Fifteen years experience conducting financial/operational analysis and managing complex work programs. **Core competencies include:** Administrative Management • Physical Plant Operations & Maintenance Supervision • Financial Planning & Analysis • Budgeting & Forecasting • Public Agency Financing • Risk Management • Process Improvement • Business Metrics • Fund Management • Financial Modeling • Computer Systems Integration • Project Management • Financial Reporting • GAAP, GASB, SOX

PROFESSIONAL EXPERIENCE

Blackpointe Tech, San Diego, CA 2013 – Present

Planning, Finance, Accounting & Technology Services Consulting

Director

Direct All Strategic Planning, Financial Planning & Analysis, Systems Implementation, and Business Management functions for consulting practice clients

- Calculated rate structures for complicated funding sources and costs that include Firm Fixed Price, Time & Materials, Cost Plus Fixed Fee, Direct Labor, Indirect Costs (Fringe, Overhead, General & Administrative)
- Built cash flow projection model and budgets that included cash inflows, cash outflows by period, working capital contribution and variance analysis to budget
- Built financial projections model and sensitivity analysis identifying cost savings and improved product pricing
- Prepared 2015/16 organization-wide budget procedures, budget, variance analysis template and cash flow projections for client organization
- Transitioned Client organization from Cash Accounting to Accrual based accounting, analyzed and adjusted journal entries, calculated financial projections, audited financial statements
- Created selection criteria, supported the implementation, provided subject matter expertise, acted as direct liaison with third party implementer for a new cloud-based accounting system on behalf of client

Santa Clara County, Information Services Department, San Jose, CA 2012 - 2013

3rd largest County in California

Finance & Administrative Services Manager (Executive Management)

Finance Manager for Countywide Information Services Department, assigned to manage the budgeting, accounting and business operating functions, in conjunction with creating and instituting a governance prioritization framework

- Directed and managed \$55m department budget; revenue, expenses and fixed assets
- Conducted SWOT analysis, identifying strengths, weaknesses, opportunities and threats, used as a baseline to create department and technology planning initiatives
- Directly managed all financial projections & reporting, including revenue and expenses, by analyzing financial statements and working directly with each operating group of the department
- Worked directly with the Budget Office providing all financial projections, including revenue and expenses
- Developed & implemented FY14 zero-based budgeting process for department and division budgets
- Developed, monitored and managed financial statements for the department

Washoe County School District, Reno, NV 2012

Second largest School District in Nevada

Chief Financial Officer

Directed the Business Office, including Accounting, Budgeting, Financial Planning & Analysis, Payroll, Cash Management, Procurement/Purchasing, Financial Systems, and Retirement Plans

- Directed the \$700m financial plan, including all revenues, expenses and capital funding sources; including the direct oversight of thirty-eight funds, i.e. general, enterprise service and bonds
- Helped finalize the financial projections and preliminary official statement for the \$45m rollover general obligation bond, including the debt schedule analysis and credit rating agency discussions with Moody's and Standard & Poor's

- Served as a member of the Superintendent's Executive Cabinet contributing knowledge and expertise to Washoe County School District's (WCSD) decision-making
- Developed, issued, monitored and coordinated required fiscal reports in accordance with established Nevada Revised Statutes and WCSD policies
- Reorganized all purchasing/procurement functions to include, both capital and expense, including all bond funded programs
- Redesigned the Position Control department, reducing pending items from 694 to 214 within sixty days and properly aligned the accounting code structure to improve financial reporting and the general ledger
- Prepared standardized monthly financial management reports and instituted a financial review process with C-level management team

Navitus International, San Diego, CA

2010 - 2012

Energy Consulting & Project Management Company

Chief Financial Officer

Oversaw financial management (budgeting, planning, forecasting & accounting), company operations and business development; accountable for preparing & managing general ledger

- Prepared and maintained all financial information, including financial statements, operating budgets & projects
- Prepared and monitored cash flow statement, including the monthly sales and cash flow forecasts, payroll, A/P, A/R, and capital expenditures
- Created & managed weekly, monthly and quarterly financial forecasts, variance analysis and exception management reports
- Devised multi-faceted funding mechanisms related to project financing, using Investor Tax Credits, Clean Renewable Energy Bonds, Qualified Energy Conservation Bonds, debt and equity financing instruments
- Designed complex financial models using Excel to analyze project financing mechanisms, including key decision metrics such as net present value, return on investment, payback period and cost of capital

San Diego Unified School District, San Diego, CA

2008 - 2010

Second largest Public School District in California

Chief Financial Officer

Directed the Finance and Business Services Division including Accounting, Financial Planning & Analysis, Treasury, Payroll, Procurement/Purchasing, Risk Management, Financial Systems Management, and Physical Plant Operations

- Managed the \$2b financial plan, including \$1.2b revenues and expenses, and \$800m of capital
- Directed the system-wide financial planning, financial analysis, forecasting, accounting review & audits, capital and expense budget development
- Executed the "Tax, Revenue, Anticipation Note" transaction of up to a \$150 million of borrowing, stabilizing cash flow and managing state deferral cash distributions
- Delivered the successful sale of the first \$170 million funding tranche for the Prop S \$2.1 billion general obligation bond program
- Supervised a monthly payroll up to \$70m with over 12,000 FTE and 3,000 part-time employees and administered over \$200m of purchased and contract services, with over 200 active contracts and maintenance agreements
- Directed financial year-end close for FY 2007/2008, earning positive certification by independent outside auditor
- Prepared and managed FY 2009/2010 budgeting process, submitted a balanced budget to regulatory agencies; identified, negotiated and implemented \$180m of expense reductions
- Directly implemented financial management web-based software system, including modules for a data dashboard, budgeting, position control, expense variance and analysis
- Helped launch Oracle data warehouse, business intelligence enterprise platform, eSettlements, eSupplier Connection, and Supplier Contract Management

The Broad Foundation Management Program, Los Angeles, CA

2006 - 2008

Two-year Leadership Development Program placing participants into full-time managerial positions in school districts

Director of Finance, Denver Public Schools, Denver, CO

Deputy Chief Administrative Officer, San Diego Unified School District, San Diego, CA

- Managed the \$300m financial plan for all operating departments in the second largest school district in Colorado

- Directed the development of business unit budgets and financial reporting for Finance, Strategy Office, Information Technology Services, Enterprise Management, Security, Human Resources, Transportation, and Facilities Management; managed the district's procurement department with \$100m in annual contracts
- Managed all organization-wide operational budgeting, financial forecasting and financial reporting, including expense and capital
- Developed and implemented the strategic plan throughout the business division and carried out the monthly financial and operational review process
- Initiated a comprehensive financial audit of district spending for consultants, third-party vendors, materials, supplies, and miscellaneous expenses; discovered areas of savings in discretionary spending, and renegotiated several contracts

Blackpointe Tech, Denver, CO

2005 - 2006

Finance, Accounting & Technology Services Company

Director

- Accountable for business planning, profit and loss, operations management, marketing, business development, and customer service
- Developed strategic partnerships with more than 40 international technical service providers and created a database of more than 300 international service providers
- Designed new company website and logo to strengthen the company's position in the marketplace; developed financial models for the business operations of a small technology services company; provided business-to-business e-commerce solutions improving customer loyalty and satisfaction for a financial planning company

Century Link (formerly Qwest Communications International), Denver, CO

2000 - 2004

Fortune 500 Telecommunications Company

Director of Finance

Finance Manager

Directed \$1b financial and business plans for Qwest Information Technologies (QIT), a Qwest owned subsidiary, including financial targets for capital, expense, headcount, and key technology programs; managed \$200m capital budgeting and financial planning process

- Managed financial planning & analysis functions, including QIT company-wide rollup, variance analysis, financial forecasting and budget management
- Developed and managed the business valuation process for all QIT technology initiatives & programs, including the creation of a business planning tool used to evaluate business case metrics (NPV, ROI, IRR)
- Administered and monitored accounting rules and guidelines, including monthly journal entries, expense and capital accruals, and software capitalization costs; managed the income statement and balance sheet in accordance with GAAP, FASB, and SOP 98-1 requirements
- Developed financial reports, and carried out the monthly and quarterly company-wide review process with C-level management; directed the month-end, quarter-end, and year-end financial close process

EDUCATION

Master of Business Administration

Regis University, Denver, Colorado

Master of Public Administration

University of Colorado, Denver, Colorado

Bachelor of Science, Business Administration

Regis University, Denver, Colorado

TECHNICAL SKILLS

Proficient in Microsoft Office Suite: Advanced Excel • Word • PowerPoint • Access • SharePoint • Google Docs
• PeopleSoft Financial Management • SAP • Intacct Financial Software • QuickBooks Software